Creating Your New User Profile

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Welcome to the City of College Station

Job Posting Site

Click on "Create New User Profile"

Notice: We have moved to a new online employment application system. If you submitted an application for a position prior to October 1st, your application remains under consideration, but is no longer accessible for viewing.

Note: You will not have to re-submit another application for that position, on the new system. If you require updates or changes to your application, please contact Human Resources at (979) 764-3517.

Welcome to the City of College Station's Online Employment Application!

If you have not used this system before, click on the <u>Create New User Profile</u> option in the left navigation bar. If you already have an account set up, simply click on the <u>Login</u> link. You can also browse the list of open jobs by clicking on <u>Position Search</u>. This system is best viewed using <u>Internet Explorer</u>.

Open positions are posted on a regular basis and include a variety of employment opportunities. Applications are only accepted for current job openings. Job opportunities can also be accessed on our 24-hour job line (979) 764-3704 and on cable TV Channel 19.

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Creating Your New User Profile



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Create A New User Profile

Please complete the form below to create a new user profile. An **email address is required**. If you do not have an email address you can go to numerous service providers, such as Hotmail, Gmail (Google) or Yahoo to create a free email account. Your **Username** should be between 3 and 10 alphanumeric characters. Your **Password should be a minimum of 8 alphanumeric characters and contain at least one number**.

Asterisk (*) indicates required fields.

User Informati	on	
Username:*		
Password:*		Create a Username
Confirm Password:*	*	Create a Password
Email Address:*	~	Retype the Password
	Create User Profile	Enter your email address.

After completing the information, click "Create User Profile"

Creating Your New User Profile

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Create A New User Profile

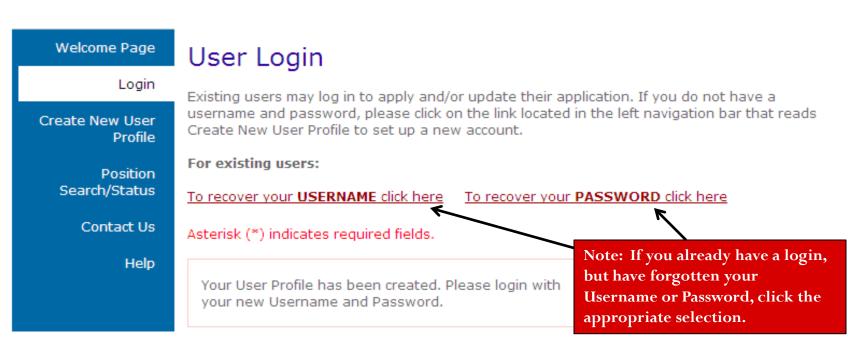
Please complete the form below to create a new user profile. An **email address is required**. If you do not have an email address you can go to numerous service providers, such as Hotmail, Gmail (Google) or Yahoo to create a free email account. Your **Username** should be between 3 and 10 alphanumeric characters. Your **Password should be a minimum of 8 alphanumeric characters and contain at least one number**.

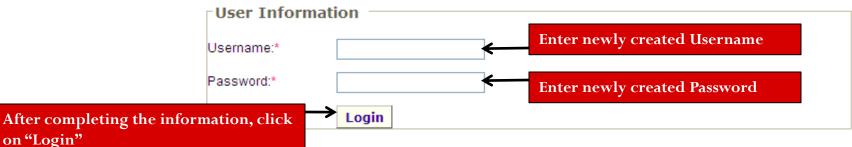
Asterisk (*) indicates required fields.

User Information		SAMPLE	
Username:*	Applicant1		
Password:*	•••••		
Confirm Password:*	•••••		
Email Address:*	Applicant@yahoo.com		
	Create User Profile		

Login







Login



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User Login

Existing users may log in to apply and/or update their application. If you do not have a username and password, please click on the link located in the left navigation bar that reads Create New User Profile to set up a new account.

For existing users:

To recover your **USERNAME** click here To recover your **PASSWORD** click here

Asterisk (*) indicates required fields.

Your User Profile has been created. Please login with your new Username and Password.

SAMPLE

User Infor	mation ————		
Username:*	Applicant1		
Password:*	•••••		
	Login		

Demographic Information – Personal Information



Log Out

Edit User Information

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Personal Information

INSTRUCTIONS: Please complete your personal information page thoroughly to assist us in properly evaluating your application.

- 1. It is important that you accurately, completely and honestly answer all questions in this application. Failure to do so may result in a delay for consideration and could also result in a loss of employment opportunity.
- 2. The information on this form will be verified for accuracy and withholding or falsifying information could lead to disqualification for employment.
- 3. Incomplete applications will not be considered.

* = required entry

Name ———			possible. Note: The red (*) means the field is required for the system
Last Name	*	Suffix	to accept.
First Name	*	MI	

-Address	
Mailing Address	*
Mailing Address 2	
City	*

Demographic Information – Personal Information

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Personal Information

INSTRUCTIONS: Please complete your personal information page thoroughly to assist us in properly evaluating your application.

- 1. It is important that you accurately, completely and honestly answer all questions in this application. Failure to do so may result in a delay for consideration and could also result in a loss of employment opportunity.
- 2. The information on this form will be verified for accuracy and withholding or falsifying information could lead to disqualification for employment.
- 3. Incomplete applications will not be considered.

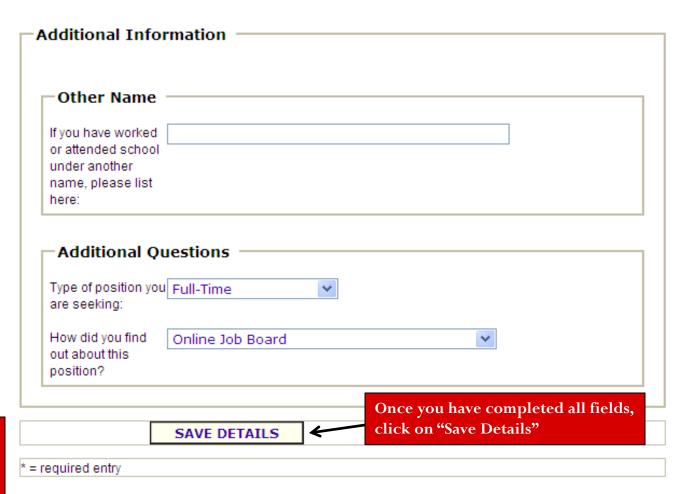
* = required entry

Name ———				
Last Name	Doe *	Suffix		
First Name	Jane *	MI M	SAMPLE	

—Address ——	
Address	
Mailing Address	1101 Texas Avenue
Mailing Address 2	
City	College Station *
State	TEXAS *
Zip Code	77840 *

Demographic Information – Personal Information





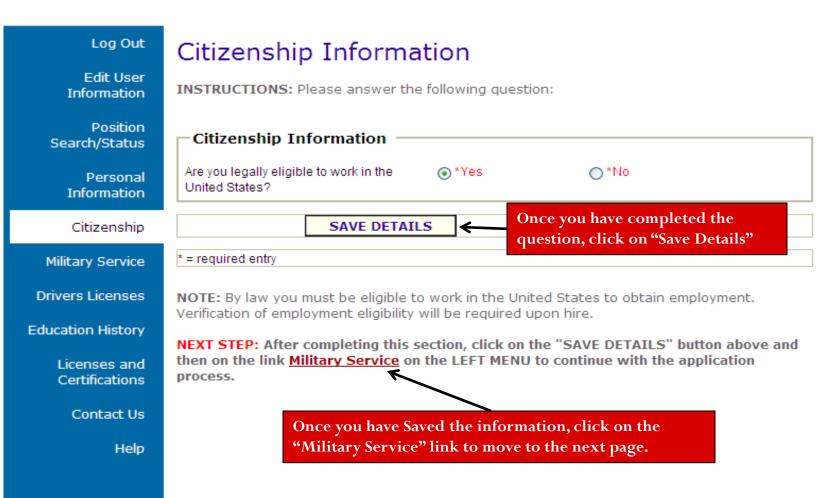
Once you have
Saved the
information,
click on the
"Citizenship" link
to move to the
next page.

NEXT STEP: After completing this section, click on the "SAVE DETAILS" button above and then on the link <u>Citizenship</u> on the LEFT MENU to continue with the application process.

Demographic Information – Citizenship

Español | Other





Demographic Information – Military Service

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	Log Out	Veteran Information
	Edit User Information Position	Military Service Information
	Search/Status	Have you ever served on active duty in a US Military service?
	Personal Information	O Yes O No Branch of Service ✓
	Citizenship	Service Start Date
	Military Service	Service End Date
	Drivers Licenses	Discharge Type
	Education History	Do you claim Veteran Preference Points?
	Licenses and Certifications	O Yes ● No How many Veteran Preference Points do 0
	Contact Us	you claim?
	Help	If you claim former military service and are selected for an interview, Applicant will be required to provide proof of Military Service. You must provide a COPY ONLY, no
Once you have Saved the information, click on the "Drivers Licenses" link to		
move to t	he next page.	Once you have completed the information, click on "Save Details"

NEXT STEP: After completing this section, click on the "SAVE DETAILS" button above and then on the first Drivers Licenses on the LEFT MENU to continue with the application process.

Demographic Information – Driver's License

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Driver's License

Click on "Click Here" to add driver's license information.

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Drivers Licenses

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Contact Us

Help

CLICK HERE to Add Drivers License Information, or edit one of the ones below.

INSTRUCTIONS:

- 1. To edit license information, click on the License Number and make edits.
- 2. Make sure to Save Details when you have completed your changes.
- 3. To delete an entry, click on the box next to the License Number and click the Delete Selected Entries button.

License Number Type Issued By Expiration Date

Delete Selected Entries

NEXT STEP: If you already selected a position to apply to, after completing this section, click on the link <u>Education History</u> from the LEFT MENU to continue with the application process.

Demographic Information - Driver's License

Español | Other





« Return to Drivers Licenses

Once you click on the Licenses"

Demographic Information - Driver's License

Español | Other



Log Out Drivers License Details Edit User Information Drivers License Information Position License Number Search/Status 012345678 License Type CLASS C Personal Information Issued By TEXAS **SAMPLE** Citizenship Expiration Date 27 💙 2014 February Military Service Restrictions A WITH CORRECTIVE LENSES B LOFS AGE 21 OR OVER C DAYTIME ONLY Drivers Licenses D NO TO EXCEED 45 MPH E NO EXPRESSWAY DRIVING **Education History** Status of License CLEAR/GOOD STANDING Licenses and NOT APPLICABLE Certifications RESTRICTED REVOKED SUSPENDED Contact Us Help SAVE DETAILS

« Return to Drivers Licenses

Demographic Information - Driver's License



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Driver's License

CLICK HERE to Add Drivers License Information, or edit one of the ones below.

INSTRUCTIONS:

- 1. To edit license information, click on the License Number and make edits.
- 2. Make sure to Save Details when you have completed your changes.
- 3. To delete an entry, click on the box next to the License Number and click the Delete Selected Entries button.

License Number	Туре	Issued By	Expiration Date
012345678	CLASS C	TX	02/2014

Delete Selected Entries

Your entry will display here. To Edit or Delete the information, follow the instructions above.

NEXT STEP: If you already selected a position to apply to, after completing this section, click on the link Education History from the LEFT MENU to continue with the application process.

Once you have completed the information, click on the "Education History" link to move to the next page.

Demographic Information – Driver's License



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Education History

Click on "Click Here" to add education details information.

CLICK HERE to Add more educational details, or edit one of the ones below.

INSTRUCTIONS:

- To edit educational details, click on the Institution and make edits.
- 2. Make sure to Save Details when you have completed your changes.
- To delete an entry, click in the box next to the Institution and then click the Delete Selected Entries button.

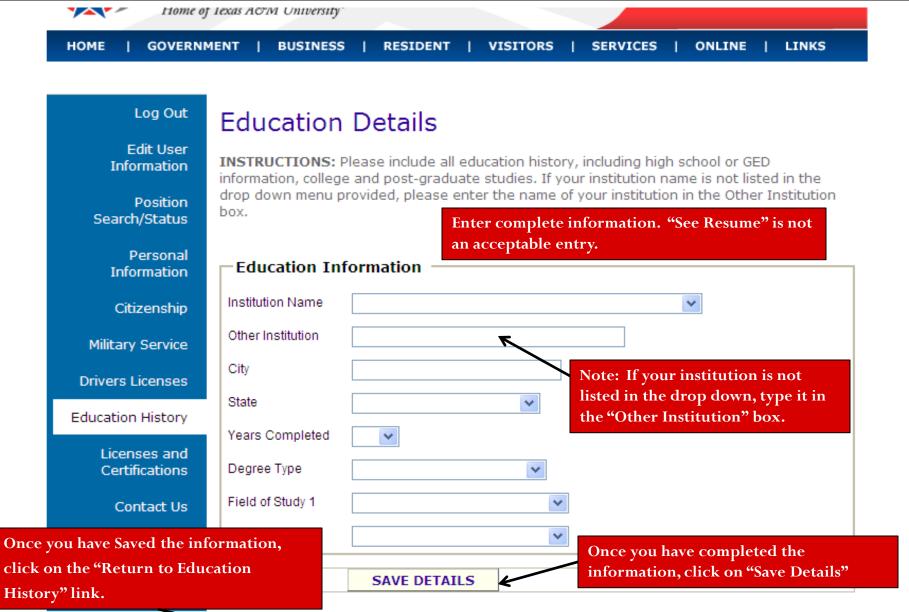
Institution

Degree

Delete Selected Entries

NEXT STEP: After completing this section, click on the link <u>Licenses and Certifications</u> on the LEFT MENU to continue with the application process.

Demographic Information – Education History



Demographic Information – Education History

Thome of Texas HOM Onwersity

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Log Out Edit User Information Position Search/Status Personal Information Citizenship Military Service **Drivers Licenses** Education History Licenses and Certifications Contact Us Help

Education Details

INSTRUCTIONS: Please include all education history, including high school or GED information, college and post-graduate studies. If your institution name is not listed in the drop down menu provided, please enter the name of your institution in the Other Institution box.

Education Information		
Institution Name	Texas A&M University	
Other Institution		
City	College Station	
State	TEXAS SAMPLE	
Years Completed	4	
Degree Type	Bachelors	
Field of Study 1	Business Administration	
Field of Study 2	Accounting	
	SAVE DETAILS	

« Return to Education History

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Education History

CLICK HERE to Add more educational details, or edit one of the ones below.

INSTRUCTIONS:

- 1. To edit educational details, click on the Institution and make edits.
- 2. Make sure to Save Details when you have completed your changes.
- To delete an entry, click in the box next to the Institution and then click the Delete Selected Entries button.

	Institution		Degree
	Texas A&M University		Bachelors
	High School - X&M Cons	Your entries will display he	re. To Edit or Delete the
Delete Selected Entries information, follow the instructions above. Repeat the previous step to add additional institution information		*	

NEXT STEP: After completing this section, click on the link <u>Licenses and Certifications</u> on the LEFT MENU to continue with the application process.

Once you have completed the information, click on the "Licenses and Certifications" link to move to the next page.

Demographic Information – Licenses and Certifications

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Licenses and Certifications

Click on "Click Here" to add license / certification information.

CLICK HERE to Add more license / certification details, or edit one of the ones below.

INSTRUCTIONS:

- 1. To edit certification details, click on the License/Certification and make edits.
- 2. Make sure to Save Details when you have completed your changes.
- 3. To delete an entry, click on the box next to the License/Certification and then click the Delete Selected Entries button.

License / Certification State Issue Date Expiration Date

Delete Selected Entries

NOTE: If you have not applied for a position yet, click on the <u>"POSITION SEARCH"</u> link on the LEFT MENU and select the position you wish to apply for before continuing to the next page.

NEXT STEP: After completing this section, if you already have selected a position to apply to, click on the link <u>Employment History</u> from the LEFT MENU to continue with the application process.

Demographic Information – Licenses and Certifications

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Log Out	License and Certification Details	
Edit User Information	INSTRUCTIONS:List professional certifications and/or licenses and complete applicable fields. Please list other Licenses/Certifications (not included in the selection drop down) in	
Position Search/Status	the "Notes/Other Certifications" box below.	
Personal Information	License / Certification Information	
Information	License / Certification	
Citizenship	Туре	
Military Service	State Issued By	
Drivers Licenses	Issued Date	
Education History	Expiration Date	
Licenses and Certifications	Notes/Other Certifications:	
Contact Us		
Help	Once you have completed the	
have Saved	SAVE DETAILS information, click on "Save Details"	

Once you have Saved the information, click on the "POSITION SEARCH" link.

NEXT STEP: After completing this section, click on the "SAVE DETAILS" button above to add more Certification Details. To continue to the next page, you must first apply for a Position. If you already have selected a position to apply to, click on the link Employment History from the LEFT MENU to continue with the application process.

NOTE: If you haven't applied for a position yet, click on the "POSITION SEARCH" link on the LEFT MENU and select the position before continuing to the next page.

Demographic Information – Licenses and Certifications

Home of Texas A&M University

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Edit User Information Position Search/Status Personal Information Citizenship Military Service Drivers Licenses Education History Licenses and Certifications

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License and Certification Details

INSTRUCTIONS:List professional certifications and/or licenses and complete applicable fields. Please list other Licenses/Certifications (not included in the selection drop down) in the "Notes/Other Certifications" box below.

-License / Ceri	unication information ————————————————————————————————————
License / Certification	n Professional 💌
Туре	Purchasing Manager Certification
State Issued By	TEXAS
Issued Date	March 22 2009 SAMPLE
Expiration Date	March 22 🕶 2013
Notes/Other Certifications:	
	^
	~
	SAVE DETAILS

NEXT STEP: After completing this section, click on the "SAVE DETAILS" button above to add more Certification Details. To continue to the next page, you must first apply for a Position. If you already have selected a position to apply to, click on the link Employment History from the LEFT MENU to continue with the application process.

NOTE: If you haven't applied for a position yet, click on the "POSITION SEARCH" link on the LEFT MENU and select the position before continuing to the next page.

Frome of Texas ACTVI University

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Position Search/Status

INSTRUCTIONS: Please select a category and/or enter a position title to search for Position openings, Selecting ALL in Category will return the most complete list of all of the City's current open positions.

CURRENT USERS:Login to view your applications. Positions already applied for will be listed under "Submitted/In Process Applications"

NOTE:

To apply for the BVSWMA Executive Director Position, click here: Executive Director

Search Cri	iteria ————————————————————————————————————	
Category	All	
Title		
		Click "Search Position
	Search Position Openings	Openings" to view the open
		positions.

The City of College Station offers a competitive compensation and benefits package.

Applications may be completed in person using the provided computers at the City's Human Resources Office at 1101 South Texas Avenue, Monday through Friday, between the hours of 9 a.m. and 4 p.m.

Completed applications must be submitted by the deadline to be considered.

The City reserves the right to extend the deadline or close the position before the deadline as needed, so please be sure to submit your completed application as early as possible.

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1. Click on the position title to view more details and/or apply for the position. When you apply for a position, you will be required to complete the sections that appear on the menu list in the left navigation bar after you have either logged in or created a new user account.

2. Once you have completed the application and uploaded your resume and/or cover letter, you may submit your application to Human Resources via the Submit Application link in the

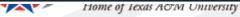
left navigation bar.

3. If you have not filled out the entire application letting you know what needs to be completed be

Click on the position to view the job description and qualifications associated.

Open Positions

Position	Category
SECRETARY	Clerical
STAFF ASSISTANT	Clerical
CITY MANAGER	Management
CUSTOMER SERVICE REPRESENTATIV	Clerical
RECORDS TECHNICIAN	Clerical
DETENTION OFFICER	Police
COMBINATION BUILDING INSPECTOR	Professional
ROUTE MANAGER	Labor
RECREATION ASSISTANT/TEMPORARY	Temporary/Seasonal
PROGRAM ASSISTANT	Temporary/Seasonal
LINE TECHNICIAN	Labor
FACILITY ATTENDANT	Temporary/Seasonal
CREW LEADER	Labor
W/W TRTMT PLANT OPERATOR	Labor
COMMUNICATIONS OPERATOR	Police
DISTRICT SPECIALIST(PART-TIME)	Temporary/Seasonal



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Salary \$13.19 - \$14.51 / hour

Closing Date 10/31/2010

Here you are able to read through the job description and qualifications associated.

TITLE: Staff Assistant

REPORTS TO: Plant Operations Superintendent

DEPT: Water Services

JOB SUMMARY

Under the supervision of the Plant Operations Superintendent the Staff Assistant performs a variety of administrative duties/activities in support of the operations and goals of the Water Services Department, to include relieving the water services staff of routine administrative and clerical duties.

PRINCIPLE JOB DUTIES

- Provide administrative support to the department, to include but not limited to, preparing correspondence and reports, establishing and maintaining accurate files and records, processing and distributing mail, ordering and maintaining office supplies, and maintaining the water services facilities calendar, which includes scheduling appointments.
- Greet visitors, answer incoming calls to include providing information to the public concerning the department, taking messages and/or referring calls to the appropriate authority.
- Assist the department with departmental evaluations, policies, procedures, personnel inquiries and changes, organizing meetings, and budget accounts as requested.

- Assist the department with departmental evaluations, policies, procedures, personnel inquiries and changes, organizing meetings, and budget accounts as requested.
- Coordinate and oversee the fiscal aspects of department to include preparation of payroll, processing departmental invoices, purchase orders, check requisitions and expense reports.
- Prepare travel/training registration and accommodations.
- Perform other related duties as assigned.

JOB QUALIFICATIONS

Required: High School Diploma or G.E.D and four (4) years customer service, clerical

or administrative support experience related to the area of assignment; or, an equivalent combination of education and experience sufficient to

successfully perform the essential duties of the job

Must have excellent written and verbal communication skills

Basic Word, Excel and data entry experience

Preferred: Intermediate Word and intermediate Excel experience

Click "Apply For This Position Now" if you would like to be considered for this position.

Apply For This Position Now

Note: if You are not logged in to the system, you will be prompted for log in information

before you can apply for this pos

Click "Go Back and Search Again" if you are not interested in applying for this position at this time and would like to review other opportunities.

« Go Back and Search Again

EEO Survey – Voluntary Form

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Relatives Employed Here

EEO Survey

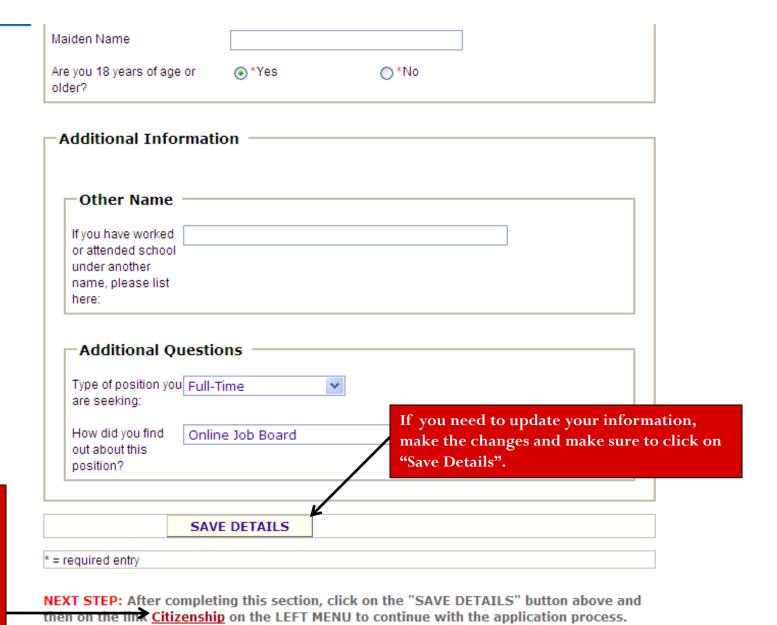
U.S. Equal Employment Opportunity Affirmative Action - Voluntary Form

Skip Survey	ote: The EEO survey is a Voluntary form. ou may skip the survey if desired.	
EEO - Survey Information -		
Race/Ethnic Information	Y	
Gender	Female	
SAVE DETAIL	Once you have completed the question on "Save Details." This will automaticate you to the next page.	

You are invited to complete the above voluntary information to assist us in complying manfederal record keeping requirements. Your response shall remain confidential, will be kept separately from your application, and shall in no way affect a decision regarding your employment. The City of College Station is an Equal Opportunity Employer and does not discriminate against any individual on the basis of race, color, sex, religion, national origin, age or disability.

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Log Out Personal Information Edit User INSTRUCTIONS: Please complete your personal information page thoroughly to assist us in Information properly evaluating your application. Position 1. It is important that you accurately, completely and honestly answer all questions in this Search/Status application. Failure to do so may result in a delay for consideration and could also result in a loss of employment opportunity. Personal 2. The information on this form will be verified for accuracy and withholding or falsifying Information information could lead to disqualification for employment. 3. Incomplete applications will not be considered. Citizenship It is always a good idea to review your * = required entry Military Service information before submission. Drivers Licenses Name Education History Last Name Suffix DOE MI M First Name Licenses and JANE Certifications Employment / Address Volunteer History Mailing Address 1101 Texas Avenue References Mailing Address 2 You will be taken through each page in Relatives Employed City COLLEGE STATION Here the application sequence as you click the links at the bottom of the pages. State TEXAS Resume Upload Zip Code 77840 Additional Skills Other Required Contact Information



You will be taken through each page in the application sequence as you click the links at the bottom of the pages.

Español | Other



Log Out Citizenship Information Edit User **INSTRUCTIONS:** Please answer the following question: Information Position Citizenship Information Search/Status Are you legally eligible to work in the *Yes *No Personal United States? Information Citizenship SAVE DETAILS * = required entry Military Service Drivers Licenses NOTE: By law you must be eligible to work in the United States to obtain employment. Verification of employment eligibility will be required upon hire. **Education History** NEXT STEP: After completing this section, click on the "SAVE DETAILS" button above and then on the link Military Service on the LEFT MENU to continue with the application Licenses and process. Certifications Review your information. Make the changes Employment / Volunteer History (if necessary), Save Details and click on the link in next to "Next Step." References Relatives Employed

Here

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Log Out Edit User Information Position Search/Status Personal Information Citizenship Military Service Drivers Licenses **Education History** Licenses and Certifications Employment / Volunteer History References Relatives Employed Here Resume Upload Additional Skills Other Required Information

Veteran Information

Military Servic	e Information			
Have you ever served	d on active duty in a US Military service?			
○Yes	⊙ No			
Branch of Service	· ·			
Service Start Date				
Service End Date				
Discharge Type	v			
Do you claim Veteran	n Preference Points?			
○ Yes	No No			
How many Veteran Preference Points do you claim?				
If you claim former military service and are selected for an interview, Applicant will be required to provide proof of Military Service. You must provide a COPY ONLY, no original, of your DD214 Form - Honorable Discharge from the service at the time of the interview.				
uie iliteiview.	Review your information. Make the chan	ges		
	(if necessary), Save Details and click on the	e		
	link in next to "Next Step."			

NEXT STEP: After completing this section, click on the "SAVE DETAILS" button above and then on the link <u>Drivers Licenses</u> on the LEFT MENU to continue with the application process.

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Employment / Volunteer History

References

Relatives Employed Here

Driver's License

CLICK HERE to Add Drivers License Information, or edit one of the ones below.

INSTRUCTIONS:

- 1. To edit license information, click on the License Number and make edits.
- 2. Make sure to Save Details when you have completed your changes.
- 3. To delete an entry, click on the box next to the License Number and click the Delete Selected Entries button.

License Number	Туре	Issued By	Expiration Date
012345678	CLASS C	TX	02/2014

Delete Selected Entries

NEXT STEP: If you already selected a position to apply to, after completing this section, click on the link **Education History** from the LEFT MENU to continue with the application process.

Review your information. Make the changes (if necessary), Save Details and click on the link in next to "Next Step."

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References

Relatives Employed Here

Education History

CLICK HERE to Add more educational details, or edit one of the ones below.

INSTRUCTIONS:

- 1. To edit educational details, click on the Institution and make edits.
- 2. Make sure to Save Details when you have completed your changes.
- 3. To delete an entry, click in the box next to the Institution and then click the Delete Selected Entries button.

Institution	Degree
Texas A&M University	Bachelors
High School - A&M Consolidated High School	High School Diploma

Delete Selected Entries

NEXT STEP: After completing this section, click on the link <u>Licenses and Certifications</u> on the LEFT MENU to continue with the application process.

Review your information. Make the changes (if necessary), Save Details and click on the link in next to "Next Step."

Creating Your Application – Licenses and Certifications

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Relatives Employed Here

Licenses and Certifications

CLICK HERE to Add more license / certification details, or edit one of the ones below.

INSTRUCTIONS:

- 1. To edit certification details, click on the License/Certification and make edits.
- 2. Make sure to Save Details when you have completed your changes.
- To delete an entry, click on the box next to the License/Certification and then click the Delete Selected Entries button.

License / Certification	State Issued By	Issue Date	Expiration Date
<u>Professional</u>	TX	03/22/2009	03/22/2013

Delete Selected Entries

NOTE: If you have not applied for a position yet, click on the "POSITION SEARCH" link on the LEFT MENU and select the position you wish to apply for before continuing to the next page.

NEXT STEP: After completing this section, if click on the link <u>Employment History</u> from the process.

Review your information. Make the changes (if necessary), Save Details and click on the link in next to "Next Step."

Creating Your Application – Employment/Volunteer History

Home of Texas ACM University

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Relatives Employed Here

Resume Upload

Additional Skills

Other Required

Employment History

Click on "Click Here" to add employment details.

Employment History

CLICK HERE to Add more employment details, or edit one of the ones below.

- 1. To edit employment entries, click on the Employer and make edits.
- 2. After completing your edits, make sure to Save Details when you have completed your changes.
- 3. To delete an entry, click on the box next next to the Employer and then click the Delete Selected Entries button.

Employer From To Title

-Volunteer History

CLICK HERE to Add more volunteer details, or edit one of the ones below.

- 1. To edit volunteer details, click on the Organization and make edits.
- 2. Make sure to Save Details when you have completed your changes.
- 3. To delete an entry, click on the box next to the Organization and then click the Delete Selected Entries button.

Organization From To Position

Delete Selected Entries

Creating Your Application – Employment/Volunteer History

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riome of texas ACIVI University

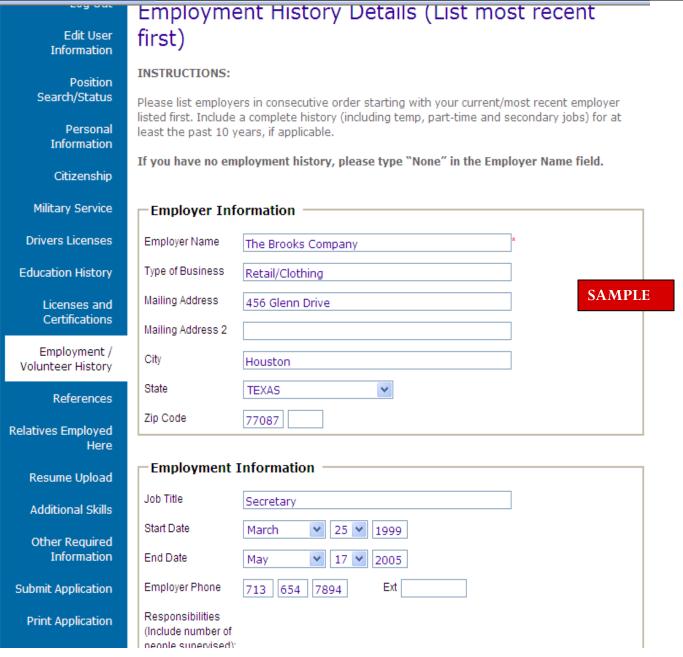
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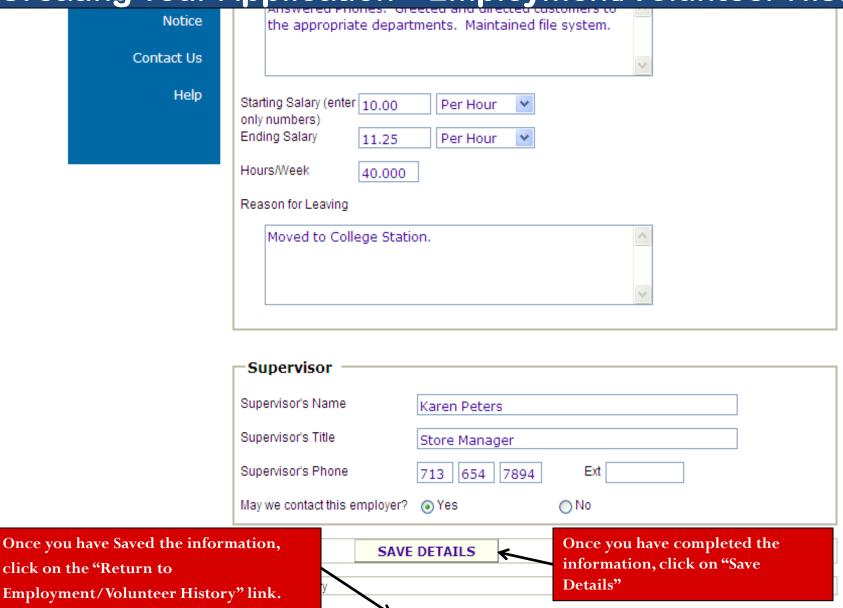
Other Required

Log Out Employment History Details (List most recent first) Edit User Information Include employment history for at least the past 10 years. INSTRUCTIONS: Position Search/Status Please list employers in consecutive order starting with your current/most recent employer listed first. Include a complete history (including temp, part-time and secondary jobs) for at Personal least the past 10 years, if applicable. Information If you have no employment history, please type "None" in the Employer Name field. Citizenship Note: Enter complete information. Military Service **Employer Information** "See Resume" is not an acceptable Drivers Licenses Employer Name entry. Type of Business **Education History** Mailing Address Licenses and Certifications Mailing Address 2 Employment / City Volunteer History State References Zip Code Relatives Employed Here **Employment Information** Resume Upload Job Title Additional Skills Start Date

Creating Your Application – Employment/Volunteer History



Creating Your Application – Employment/Volunteer History



« Return to Employment/Volunteer History

Creating Your Application - Employment/Volunteer History

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Resume Upload

Additional Skills

Other Required

Employment History

Employment History

CLICK HERE to Add more employment details, or edit one of the ones below.

- 1. To edit employment entries, click on the Employer and make edits.
- 2. After completing your edits, make sure to Save Details when you have completed your changes.
- 3. To delete an entry, click on the box next next to the Employer and then click the Delete Selected Entries button.

Employer	From	То	Title
<u>Lawrence</u> <u>Brothers Bakery</u>	05/28/2005	10/12/2010	Customer Service Representative
The Brooks Company	03/25/1999	05/17/2005	Secretary

Your entries will display here. To Edit or Delete the information, follow the instructions above. Repeat the previous step to add additional employer information.

-Volunteer History

CLICK HERE to Add more volunteer details, or edit one of the ones below

- 1. To edit volunteer details, click on the Organization
- 2. Make sure to Save Details when you have comple

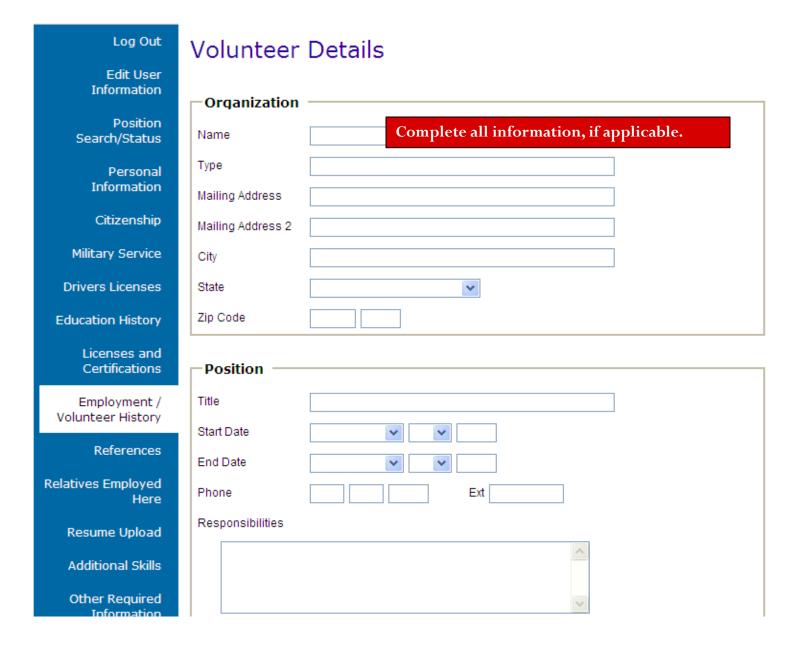
volunteer details.

Click on "Click Here" to add

3. To delete an entry, click on the box next to the Organization and then click the Delete Selected Entries button.

Creating Your Application – Employment/Volunteer History

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Creating Your Application – Employment/Volunteer History Home Buildina Personal Information Mailing Address 123 Humanity Way Citizenship Mailing Address 2 Military Service City College Station **Drivers Licenses** State TEXAS Zip Code **Education History** 77840 Licenses and Certifications Position Employment / Title Worker Volunteer History Start Date May 23 💙 2008 References End Date 15 💙 August 2008 Relatives Employed Ext Phone 979 987 7863 Here Responsibilities Resume Upload Worked with others to help build houses for less Additional Skills fortunate families. Once you have Saved the information, click on the "Return to Employment/Volunteer History" link. SAVE DETAILS Once you have completed the Print Application information, click on "Save « Return to Employment/Volunteer History Details" EEO - Survey

Notice

Creating Your Application – Employment/Volunteer History

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Submit Application

Print Application

EEO - Survey

Notice

Contact Us

- 1. To edit employment entries, click on the Employer and make edits.
- After completing your edits, make sure to Save Details when you have completed your changes.
- 3. To delete an entry, click on the box next next to the Employer and then click the Delete Selected Entries button.

Employer	From	То	Title
<u>Lawrence</u> <u>Brothers Bakery</u>	05/28/2005	10/12/2010	Customer Service Representative
The Brooks Company	03/25/1999	05/17/2005	Secretary

Volunteer History

Your entry will display here. To Edit or Delete the information, follow the instructions below. Repeat the previous step to add additional organization information.

CLICK HERE to Add more volunteer details, or edit one of the ones below.

- 1. To edit volunteer details, click on the Organization and make edits.
- 2. Make sure to Save Details when you have completed your changes.
- To delete an entry, click on the box next to the Organization and then click the Delete Selected Entries button.

Organization	From	То	Position
Habitat for Humanity	05/23/2008	08/15/2008	Worker

Once you have completed the information, click on the

Delete Selected Entries

"References" link to move to the next page.

NEXT STEP: After completing this section, click on the <u>References</u> link on the LEFT MENU to continue with the application process.

Creating Your Application – References



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Relatives Employed Here

References

Click on "Click Here" to add references.

<u>CLICK HERE To Add more references</u>, or edit one of the ones below. **INSTRUCTIONS:** Please provide at least 3 professional or academic references.

- 1. To edit the information on one of your references, click on the Reference and make edits.
- 2. Make sure to Save Details when you have completed your changes.
- To delete an entry, click on the box next to the Reference and then click the Delete Selected Entries button.

Name

Relationship

Delete Selected Entries

NEXT STEP: After you have entered at least 3 references (Professional, Employment or Academic), click the "SAVE DETAILS" button above. Then click on the link <u>Relatives</u> <u>Employed Here</u> on the LEFT MENU to continue with the application process.

Note: Your must include at least 3 professional or academic references.

Creating Your Application – References

Military Service	Mailing Address 2	
Drivers Licenses	City	Houston
Education History	State	TEXAS
Licenses and Certifications	Zip Code	77087
Employment / Volunteer History	Contact Info	
References	Primary Phone Cell Phone	713 654 5423 * Ext
Relatives Employed Here	E-Mail Address	kford@thebrookscompany.com
Resume Upload	-Additional De	etails
Additional Skills	Title	President/CEO
Other Required Information	Occupation	Business Owner
Submit Application	Relationship	Store Owner *
Print Application	Notes	
EEO - Survey		
Once you have Saved the		▽
information, click on the		Once you have completed the
"Return to References List" link.		SAVE DETAILS information, click on "Save Details"
	* = required entry	
	« Return to Refere	nces List

Creating Your Application – References

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Employment / Volunteer History References

<u>CLICK HERE To Add more references</u>, or edit one of the ones below. **INSTRUCTIONS:** Please provide at least 3 professional or academic references.

- 1. To edit the information on one of your references, click on the Reference and make edits.
- 2. Make sure to Save Details when you have completed your changes.
- 3. To delete an entry, click on the box next to the Reference and then click the Delete Selected Entries button.

Name	Relationship
Claire Edwards	Volunteer Supervisor
Kimberly Ford	Store Owner
Tim Mathis	Manager
Your en	tries will display here. To Edit or Delete th

Your entries will display here. To Edit or Delete the information, follow the instructions above. Repeat the previous step to add additional references.

NEXT STEP: After you have entered at least 3 references (Professional, Employment or Academic), click the "SAVE DETAILS" button above. Then click on the link <u>Relatives</u>
<u>Employed Here</u> on the LEFT MENU to continue with the application process.

References

Relatives Employee

Once you have completed the information, click on the "Relatives Employed Here" link to move to the next page.

Delete Selected Entries

Creating Your Application – Relatives employed here

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Click on "Click Here" to add relative information.

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Relatives Employed Here

Relatives working for the City of College Station

CLICK HERE to Add more relatives, or edit one of the ones below.

INSTRUCTIONS:

If you are related by blood, marriage, adoption or by foster care to a current City of College Station employee and/or a current City Council member, please list them in this section.

- 1. To edit the information on one of your relatives, click on the Name and make edits.
- 2. Make sure to Save Details when you have completed your changes.
- 3. To delete an entry, click on the box next to the Name and click the Delete Selected Entries button.

Name Relationship Department

Delete Selected Entries

NEXT STEP: After you have added any and all relatives that work for the City, click the "SAVE DETAILS" button above. Then click on the link Resume Upload on the LEFT MENU to continue with the application process.

If not applicable, click on the "Resume Upload" link to move to the next page.

Creating Your Application – Relatives employed here



Log Out Relatives working for City of College Station Details Edit User Information NOTE: If you are related by blood, marriage, adoption or by foster care to a current City of Position College Station employee and/or a current City Council member, please list below. Search/Status Personal Relative Information Information Last Name Doe Citizenship MI First Name Jesse Military Service Relationship **BROTHER-IN-LAW** Once you have Saved the information, click Once you have completed the SAVE DETAILS on the "Return to information, click on "Save Relatives List" link. Details" « Return to Relatives List ciuncauviis

Employment /

Creating Your Application – Relatives employed here

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Relatives working for the City of College Station

CLICK HERE to Add more relatives, or edit one of the ones below.

INSTRUCTIONS:

If you are related by blood, marriage, adoption or by foster care to a current City of College Station employee and/or a current City Council member, please list them in this section.

- 1. To edit the information on one of your relatives, click on the Name and make edits.
- 2. Make sure to Save Details when you have completed your changes.
- 3. To delete an entry, click on the box next to the Name and click the Delete Selected Entries button.

Name	Relationship	Department
<u>Jesse Doe</u> ←	BROTHER-IN-LAW	

Delete Selected Entries

Your entry will display here. To Edit or Delete the information, follow the instructions above. Repeat the previous step to add additional relatives.

NEXT STEP: After you have added any and all relatives that work for the City, click the "SAVE DETAILS" button above. Then click on the link <u>Resume Upload</u> on the LEFT MENU

Once you have completed the information, click on the

"Resume Upload" link to move to the next page.

Creating Your Application – Resume Upload

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Log Out

Edit User Information

Position Search/Status

> Personal Information

Note: In order to attach a document, you will need to have it saved in a Word document or a PDF es file.

Luucacion History

Licenses and Certifications

Employment / Volunteer History

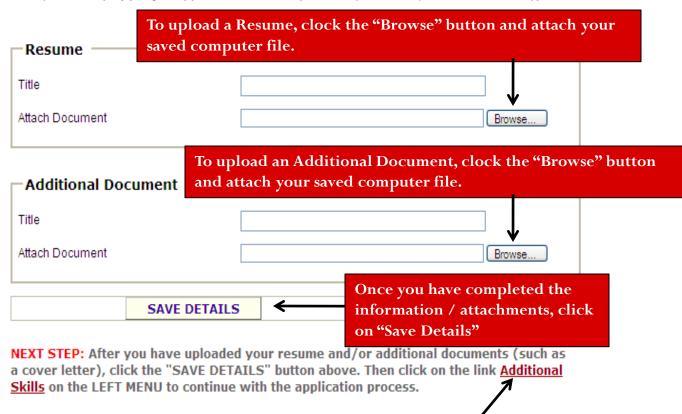
References

Relatives Employed Here

Resume Upload

Resume and Additional Document Upload

INSTRUCTIONS: You may upload one resume and one additional related document (a cover letter, for example) per job application. Please upload only MS Word, PDF and TXT file types.



Once you have saved your documents, click on the "Additional Skills" link to move to the next page.

Creating Your Application – Resume Upload



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Edit User Information

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Relatives Employed Here

Resume and Additional Document Upload

INSTRUCTIONS: You may upload one resume and one additional related document (a cover letter, for example) per job application. Please upload only MS Word, PDF and TXT file types.

Resume		
Title	Jane Doe - Resume	
Attach Document	C:\My Documents\Jane Doe Resume.dod Browse	
	SAMPLE	
Additional Document		
Title	Jane Doe - Cover Letter	
Attach Document	C:\My Documents\Jane Doe Cover Lette	
	SAVE DETAILS	

NEXT STEP: After you have uploaded your resume and/or additional documents (such as a cover letter), click the "SAVE DETAILS" button above. Then click on the link Additional Skills on the LEFT MENU to continue with the application process.

Creating Your Application – Additional Information



Log Out

Edit User Information

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> Personal Information

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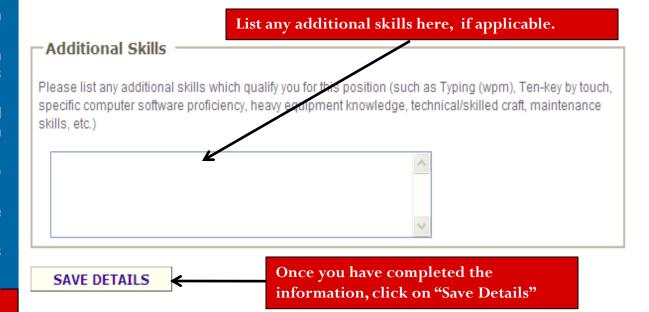
Military Service

Drivers Licenses

Once you have saved your information, click on the "Other Required Information" link to move to the next page.

References

Additional Information



NEXT STEP: After you have entered your additional skills and clicked on the Save Details button, click on the Sak Other Required Information on the LEFT MENU to continue with the application process.

Before you answer the questions in the Other Required Information section, please read the Notice Information and Acknowledgment section.

Creating Your Application – Additional Information

Español | Other



Log Out

Edit User Information

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Employment / Volunteer History

References

Additional Information

Additional Skills

Please list any additional skills which qualify you for this position (such as Typing (wpm), Ten-key by touch, specific computer software proficiency, heavy equipment knowledge, technical/skilled craft, maintenance skills, etc.)

120 Words Per Minute, Cisco Phone System experience, Quickbooks knowledge, Groupwise experience.

SAMPLE

SAVE DETAILS

NEXT STEP: After you have entered your additional skills and clicked on the Save Details button, click on the link <u>Other Required Information</u> on the LEFT MENU to continue with the application process.

Before you answer the questions in the Other Required Information section, please read the Notice Information and Acknowledgment section.

Creating Your Application – Other Required Information

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Loa Out Additional Required Information Edit User **INSTRUCTIONS:** Please answer the following page carefully, honestly and completely. Information Failure to do so may lead to a delay in employment opportunities. In order to move forward in the application process, you must answer the required questions. Position Search/Status Note: The red (*) means the field is Additional Required Information required for the system to accept. Personal Information Please select Position/Department (if more than one posting): Citizenship Are you currently, or have you ever been, employed by the City of College Station? *Yes *No Military Service If yes, please list the department(s), position(s) and dates of employment: Drivers Licenses Education History Licenses and Certifications Have you ever been discharged or asked to resign from any position? Employment / *Yes *No **Volunteer History** If additional information is required, If Yes, please explain: please be as detailed as possible. References Relatives Employed Here Resume Upload Please explain any gaps in your employment history. Additional Skills Other Required

Information

Creating Your Application – Other Required Information

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Log Out Additional Required Information Edit User **INSTRUCTIONS:** Please answer the following page carefully, honestly and completely. Information Failure to do so may lead to a delay in employment opportunities. In order to move forward in the application process, you must answer the require Please leave this question unanswered Position Search/Status (blank) if the position you are applying Additional Required Information for is Not listed. Personal Information Please select Position/Department (if more than one posting): Citizenship Are you currently, or have you ever been, en CREW LEADER - PUBLIC WORKS - 8000 Please select Posit *Yes CREW LEADER - WATER - 8015 *No Military Service one posting): DISTRICT SPECIALIST (DAY) - 8016 ne department(s), positio DISTRICT SPECIALIST (NIGHT) - 1143 Note: This question is ONLY to be completed if the position you are applying for (that you selected from the "Open Position List") has multiple opportunities posted. Have you ever been discharged or asked to resign from any position? Employment / Volunteer This question is used to further define your interest by opportunity. If there are multiple opportunities posted, the initial job description will further define each role. (i.e. If you Ref selected the Crew Leader position initially, you should select the specific opportunity you are Relatives Er interested in. If you choose to be considered for both opportunities posted, you will need to submit another application (with the other option selected) for consideration. Resume hease explain any gaps in your employment history. Additional Skills Other Required Information

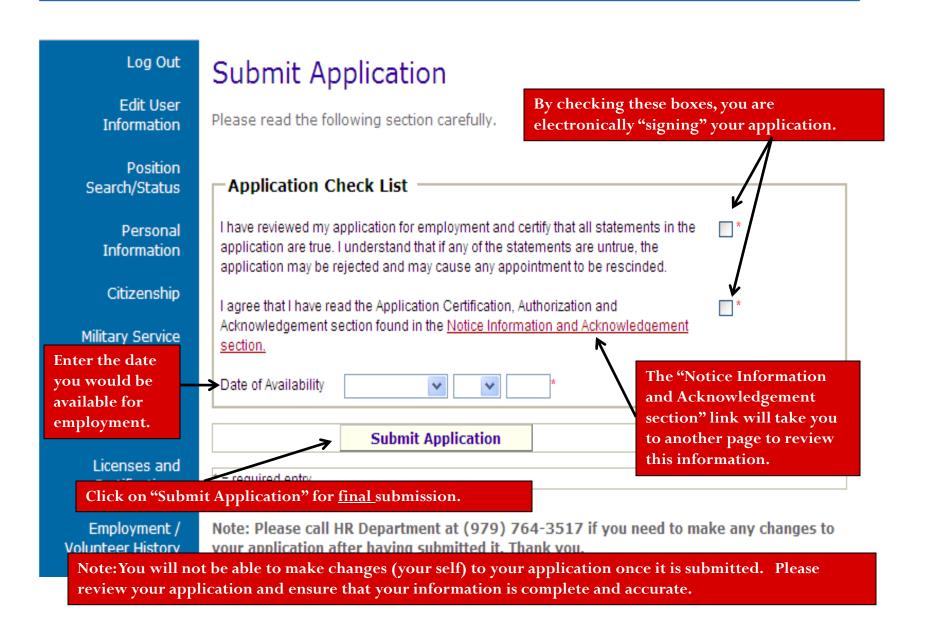
Creating Your Application – Other Required Information

	currently have charges pending for a DUI or DWI? ○ *Yes • *No	
	Have you ever been convicted, placed on deferred adjustified supervision, pleaded guilty or no contest to a felony off or deferred adjudication record will not automatically be statement or omission of any information will also bar with the City. *Yes *No	fense? Note: A felony conviction ar employment. A false
	If Yes, please provide the following for the offense: Dat Offense and Disposition. Note: A felony conviction or d not automatically bar employment. A false statement o will also bar an applicant from employment with the Ci	eferred adjudication record will or omission of any information
		<u>^</u>
	Desired Salary:	*
	\$11.75 / hour	<u>^</u>
		Once you have completed the
nce you have saved your info	ormation, SAVE DETAILS	information, click on "Save Details"
ick on the "Submit Application on the contraction of the next page.	on" link	

NEXT STEP: After you have entered your additional information section and clicked on the Save Details button, click on the link <u>Submit Application</u> on the LEFT MENU to continue with the application process.

Creating Your Application – Submit Application

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Creating Your Application – Submit Application

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Submit Application

Please read the following section carefully.

SAMPLE

v *

Application Check List

I have reviewed my application for employment and certify that all statements in the application are true. I understand that if any of the statements are untrue, the application may be rejected and may cause any appointment to be rescinded.

I agree that I have read the Application Certification, Authorization and Acknowledgement section found in the Notice Information and Acknowledgement section.

Date of Availability October 22 2 2010

Submit Application

* = required entry

Note: Please call HR Department at (979) 764-3517 if you need to make any changes to your application after having submitted it. Thank you.

Position/Search Status

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Position Search/Status

INSTRUCTIONS: Please select a category and/or enter a position title to search for Position openings. Selecting **ALL** in Category will return the most complete list of all of the City's current open positions.

CURRENT USERS:Login to view your applications. Positions already applied for will be listed under "Submitted/In Process Applications"

To ensure that your application was successfully submitted, we recommend for you to immediately check the status of your application after submission.

<u>irector</u>

Search Crit	eria —————	
Category	All	
Title		
	Search Position Opening	ıs

_ _ T

Click on "Search Position Openings" to check the status of your application.

Resources Office at 1101 South Texas Avenue, Monday through Friday, between the hours of 9 a.m. and 4 p.m.

Note: You will follow these same steps to periodically check the status of your application as you move through the selection process. You will need to be logged in to view this information.

as needed, so please be suite to submit your completed application as early as possible.

Position/Search Status

Home of Iexas A&M University

HOME GOVERNMENT | BUSINESS RESIDENT | VISITORS | SERVICES | ONLINE | LINKS Log Out Listed below are the position(s) currently open that match your search criteria: Edit User 1. Click on the position title to view more details and/or apply for the position. When you Information apply for a position, you will be required to complete the sections that appear on the menu list in the left navigation bar after you have either logged in or created a new user account. Position 2. Once you have completed the application and uploaded your resume and/or cover letter, Search /Status Your applications that have been submitted or are awaiting submission will be listed under "Submitted / In Process Applications". Personal Information Submitted/In Process Applications Citizenship Military Service Position Status Submitted Drivers Licenses Submitted STAFF ASSISTANT 10/13/2010 **Education History** Open Positions Licenses and Certifications Position Category Contact Us SECRETARY Clerical Your application status will show as "Submitted" if successfully submitted. If it is in Help "Not Yet Submitted" status, click on the Position and go back through the application steps to make ensure completion and submit. RECORDS TECHNICIAN Clerical

Note: To Print a copy of your submitted application, click on the "Position" name.

ROUTE MANAGER Labor

Upload Resume and Additional Document

HOME GOVERNMENT BUSINESS | RESIDENT | VISITORS | SERVICES | ONLINE Log Out Resume and Additional Document Upload Edit User INSTRUCTIONS: You may upload one resume and one additional related document (a cover Information letter, for example) per job application. Please upload only MS Word, PDF and TXT file types. Position For non-Internet Explorer users: This web site was designed for Internet Explorer. If you Search/Status have problems using your browser please try again using Internet Explorer. Thank you. Personal Information Resume Citizenship Title Military Service Attach Document Browse. **Drivers Licenses** Education History Additional Document Licenses and Title Certifications Attach Document Browse. Employment / Volunteer History SAVE DETAILS References NEXT STEP: After you have uploaded your resume and/or additional documents (such as Relatives Employed a cover letter), click the "SAVE DETAILS" button above. Then click on the link Additional Here Skills on the LEFT MENU to continue with the application process. Resume Upload < The "Resume Upload" page will allow you to Additional Skills upload one resume document and one additional document. Click on the Browse button to select Other Required Information the file to upload from your computer.

100%

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Log Out Personal Information Edit User INSTRUCTIONS: Please complete your personal information page thoroughly to assist us in Information properly evaluating your application. Position 1. It is important that you accurately, completely and honestly answer all questions in this Search/Status application. Failure to do so may result in a delay for consideration and could also result in a The "Personal Information" page will automatically come up. Scroll down to the Personal Information bottom of the page. Incomplete applications will not be considered. Citizenship * = required entry Military Service Drivers Licenses Name **Education History** Last Name Suffix DOE MI M First Name Licenses and JANE Certifications Employment / Address Volunteer History Mailing Address 1101 Texas Avenue References Mailing Address 2 Relatives Employed City COLLEGE STATION Here State TEXAS Resume Upload Zip Code 77840 Additional Skills Other Required -Contact Information

Drivers Licenses	Name	
Education History	Last Name * Suffix	
Licenses and Certifications	First Name JANE * MI M	
Employment / Volunteer History	Address	
References	Mailing Address 1101 Texas Avenue *	
Relatives Employed Here	Mailing Address 2 City COLLEGE STATION *	
Resume Upload	State TEXAS **	
Additional Skills	Zip Code 77840 *	
Other Required Information	Contact Information	
Submit Application	Primary Phone 979 764 3517 *	
Print Application	Click on the "Print Application" tab in the left navigation panel.	
EEO - Survey	Cell Phone 979 987 6543	
Notice	Fax	
Contact Us	E-Mail Address (enter an active and current E-mail address) Applicant@yahoo.com	
Help	Miscellaneous Information	
	Social Security Number 123 45 7890 *	
	Maiden Name	
	Are your 40 years of one or AtVos	

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Resume Upload

Application View

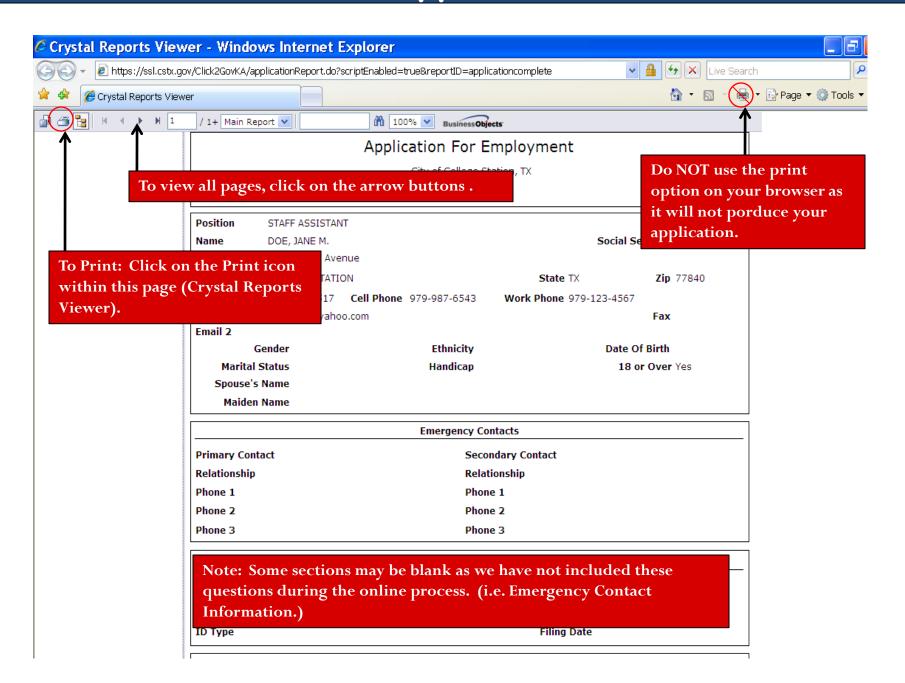
MOTE:Please print a copy of your application for your reference. You will be required to fill out the sections specific for each position you apply for.

Your Application printout will be displayed in a separate browser window.

TIP: Click on the Printer Icon on the report window to print your complete application.

For non-Internet Explorer users: This web site was designed for Internet Explorer. If you have problems using another browser please try again using Internet Explorer. Thank you.

This page will be displayed as your application is opening for viewing.



Questions/Additional Help



- For additional "Help" information, please visit the Frequently Asked Questions (FAQ) page by clicking on the "Help" tab in the left navigation panel.
- You can also send your questions directly to Human Resources by either clicking on the "Help" tab in the left navigation panel or by emailing recruiting@cstx.gov.

Thank you for your interest in working for the City of College Station!